



## PRE-PAYMENT AUTHORIZATION

The \_\_\_\_\_ recognizes that it is not the normal  
business practice of the University to make pre-payment for goods or services, but wishes to be  
granted an exception to purchase \_\_\_\_\_  
from \_\_\_\_\_ for a total cost of \$ \_\_\_\_\_ because:  
\_\_\_\_\_

The \_\_\_\_\_ assumes all risk of loss or non-performance  
by the supplier or contractor and will not hold the Purchasing Office or Accounts Payable liable  
for any loss or non-performance of the supplier or contractor.

\_\_\_\_\_  
Printed Name of Authorized Department Individual

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

### Purchasing Office Approval:

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_